TRAVEL RECEIPTS
SUBMIT ORIGINAL RECEIPTS AS APPLICABLE

NAME: ____________________________________________________________

Date of Departure: ________________ Departure Time: ________________ Required

Date of Return: ________________ Time Returned: ________________ Required

Reason for trip: ________________________ Registration Fees: ________________ Receipt Required

Provide proof of attendance -- Name Tag / Agenda / Copy of conference manual

Vehicle Miles:
Total Miles ___________________ Private Vehicle License # ________________

Shuttle Costs ___________________ Toll/Parking Costs ___________________

Airlines ________________________ Amount: ____________ Baggage Fees: ________________

Airport Parking: ________ Per Day ________ Number of Days

Hotel: ________________________ Cost per Night: __________ Length of Stay: _____
Provide itemized receipt
Transient Occupancy Tax Waiver Yes____ No ______________

Rental Car Expenses:
THE STATE WILL NOT PAY FOR EXTRA INSURANCE (by using the University American Express card there is extra insurance coverage at no extra charge at the Contracted Agencies)

Meal and Incidental ACTUAL COSTS
Do not include meals that are provided during the conference/seminar.
Please attach itinerary of conference.
(Maximum daily amount allowed: $55.00 – Must provide a receipt for any meal and for incidentals for each 24 hour period

Day 1:
Breakfast __________ Lunch __________ Dinner __________ Incidental __________

Day 2:
Breakfast __________ Lunch __________ Dinner __________ Incidental __________

Day 3:
Breakfast __________ Lunch __________ Dinner __________ Incidental __________

Day 4:
Breakfast __________ Lunch __________ Dinner __________ Incidental __________

Day 5:
Breakfast __________ Lunch __________ Dinner __________ Incidental __________

Day 6:
Breakfast __________ Lunch __________ Dinner __________ Incidental __________

List any prepaid amounts: ________________________________________________

MISC INFORMATION:
____________________________________

Please work with your support staff in following CSU Policy & Procedures & your department requirements.